

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

WAREHOUSE SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the Central Services or Utility Services warehouse activities, including receipt, storage, issuance, and inventory of materials, equipment and supplies.

Supervision Received and Exercised:

Receives direction from higher level management staff.

Exercises direct supervision over warehouse staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Supervise and participate in the daily operation of the warehouse; plan daily work assignments; provide instruction, training, and direction as required.
- Order and issue supplies, materials and tools; prepare requisitions and purchase orders; code to proper account and verify accuracy of stock number; post transactions on card file; extend costs and run totals; determine proper stock levels for items.
- Contact vendors and secure price quotations and determine availability of materials and goods; place orders; inform and negotiate with vendors about late deliveries, shortages, or damaged materials.
- Receive stock and issue materials, supplies and tools; verify incoming shipments for appropriate quantity and quality.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

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Warehouse Supervisor (continued)

- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare monthly and yearly performance reports.
- Participate in the design, maintenance and implementation of the computer system; maintain accuracy of inventory system.
- Maintain adequate stock levels and records on all materials; participate in scheduled inventories.
- Operate appropriate equipment, including a forklift, pallet jack, small truck and office machines; may operate a crane.
- Direct and participate in the collection, storage, and re-issuance of surplus City capital equipment; prepare equipment for annual auction.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in storekeeping or related work involving the selection, storing and issuing of a variety of routinely used materials and supplies.

Training:

Equivalent to completion of the twelfth grade. Additional training in bookkeeping or a related field is desirable.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, an appropriate, valid Arizona forklift operator's certificate.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 2900

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Warehouse Supervisor (continued)

Salary Range: 25

Compensation Plan: P40/Regular

FLSA: Non-Exempt